



# DEPARTMENT OF REAL ESTATE

*Equal Opportunity Employer*  
*Job Opportunity*

## SEASONAL CLERK - Sacramento

### Temporary – 9 Months

The Department of Real Estate has one opening for a Seasonal Clerk in its Sacramento Licensing Masterfiles section. This is a temporary appointment not to exceed nine (9) months. The department is located at 2201 Broadway, Sacramento.

#### **Duties of the position include:**

- Scan, index and verify license masterfile paper documents and microfiche using an electronic imaging system.
- Prepare paper documents and microfiche for electronic storage.
- Sort and photocopy as necessary.
- Write batch control sheets including document totals.
- Perform opening or lockup procedures.
- Train new personnel as needed.

#### **Necessary qualifications:**

- Ability to process large amounts of work with speed.
- Dependable, reliable and good attendance.
- Ability to shift priorities to meet deadlines.
- Good interpersonal skills with the ability to work well with staff at all levels.
- Ability to lift up to 50 lbs. as required.
- Ability to follow specific oral and written directions.
- A self-starter who can work independently.

#### **Desirable Qualifications:**

- Familiarity with personal computers.
- Keyboarding skills sufficient to type.
- Good alphabetizing/spelling skills.

**Salary Range:**        **\$1325 – 1514 per month**

**Who may apply:** Priority consideration will be given to CalWORKS/TANF PARTICIPANTS. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification.

#### **Submit Applications to:**

Linda Luna, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

#### **For information on the position contact:**

Marilyn Francis, Supervisor  
(916) 227-0930 or CALNET 498-0930

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**Final Filing Date: OPEN UNTIL FILLED**

Applications may be obtained at the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov).

Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified invited to interview.